



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #3 – Prevention of Sexual Harassment

1. The Army's policy on sexual harassment is very clear, "sexual harassment will not be tolerated." Sexual harassment does not benefit anyone, the Soldier, the section or the unit. On the contrary it can have a very serious adverse effect on the alleged perpetrator, victim and the unit. It is every leader's responsibility to take action immediately upon observing or hearing of inappropriate behavior or incidents. Your decisive action will set the human relation tone for this unit.

2. Sexual harassment is defined as (standard AR 600-20 definition):

a. A form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following occur:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.

(2) Submission to or rejection of such conduct by a person is made as a basis for career or employment decisions affecting that person.

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

b. The definition further implies that any person in a supervisory or command position that uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment.

3. There are several approaches to dealing with sexual harassment;

a. Direct approach – Tell the harasser to stop.

b. Indirect approach – Send a written correspondence telling the harasser to stop.

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- c. Third party – Ask a friend or acquaintance to intervene.
 - d. Chain of Command/EOL – Explain the situation to your chain of command or EOL and request that they intervene on your behalf.
 - e. Formal complaint – Seek out authorities, such as the EOA, EOR, IG, higher echelon of command, and file a formal complaint.
4. All Soldiers in this command will treat others with dignity and respect. If a Soldier in this command is harassed or harassing, notify the chain of command immediately or use the commander's open door policy. Please do not let any incident pass without telling someone, i.e. the perpetrator, chain of command, commander, etc.

DARRELL J. OTTO
CPT, SC
Commanding

DISTRIBUTION:

- 1- Each Section
- 1- Bulletin Board
- 1- Unit File